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Class Specifications
for the Class:

CARPET CLEANER II

Duties Summary:

Supervises and participates in the cleaning and maintenance work on carpets, tile and other floors; and performs other duties as required.

Distinguishing Characteristics:

This class involves responsibility as the leader of a crew primarily concerned with the cleaning and maintenance work on carpets, including the cleaning and maintenance of tile and other floors as a secondary work assignment. This includes checking the rooms or areas to be cleaned and maintained; determining appropriate cleaning methods, equipment, tools and materials; supervising the safe operation, use and maintenance of equipment, tools and materials; and supervising and participating in the floor cleaning and maintenance activities.

The rooms or general areas to be cleaned and maintained are in a regular routine schedule or may be assigned on a request basis. Typical supervision exercised over a position in this class is by a higher-level carpet cleaner, janitor or school custodian.

Examples of Duties:

Organizes daily work activities, estimates daily job requirements, obtains necessary supplies and checks equipment for operational use; assigns and checks daily work of the crew and provides necessary instructions to subordinates; sets work pace to assure satisfactory work progress; provides on-the-job orientation to new employees and instructs subordinates on work methods, use of equipment, tools and materials; supervises and participates in moving and rearranging furniture, operating heavy industrial type powered scrubbing, vacuum cleaning, waxing and polishing machines, removing stains, spots or other foreign materials from carpets, tile and other floors, caring for and cleaning equipment, panel truck or other light truck, tools and materials, performing janitorial or custodial duties, etc.; operates a panel truck or other light truck; maintains and prepares simple records and operational reports.

Knowledge and Abilities Required:

Knowledge of: Methods, equipment, tools and materials used in the cleaning and maintenance of carpets, tile and other flooring.

Ability to: Operate and maintain a panel truck or other light truck, equipment and tools used in the cleaning and maintenance of carpets, tile and other floors; give and receive oral and written instruction; keep simple records and prepare simple reports.

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This is the first specification for the new class CARPET CLEANER II.

APPROVED: 11/22/69

DAVID K. TRASK, JR.
Director of Personnel Services